

PERSONNEL AND TRAINING BUREAU

N O T I C E

May 19, 1983

TO: All Concerned Personnel

FROM: Commanding Officer, Personnel and Training Bureau

SUBJECT: CHARTER AMENDMENT: THREE WHOLE SCORES CERTIFICATION  
OF ELIGIBLE LISTS

The procedure for certifying eligible lists has been changed as the result of a City Charter amendment passed on April 12, 1983. The "Rule of Three," which mandated the certification of the three candidates with the highest examination scores for the purpose of filling a vacant position, has been replaced by a system based on "Three Whole Scores." These changes are effective immediately and will affect all City employees taking future examinations, as well as those currently on active eligible lists.

Candidates' scores will continue to be computed for each portion of the examination and combined according to the weight of each examination section. Seniority points will be added to determine the final score in promotional examinations. However, final scores will then be rounded to the nearest whole score and decimal scores will not be given (e.g., a final score of 90.50 will be rounded to 91, and a 90.49 will be rounded to 90).

Eligible candidates will be ranked on lists by the value of their whole scores. Candidates receiving the highest whole score will be placed in rank I, those with the second highest scores in rank II, etc. The names of eligible candidates within each whole score ranking will be listed randomly. The list will reflect only whole scores and the names of persons within each whole score. Lists will not include a breakdown of examination results by written and oral scores and seniority points.

Individuals who receive passing scores will be notified of their final whole score, the rank of the whole score, and the number of persons with the same whole score. They will also be given the number of candidates with higher whole scores and, when appropriate, the number of seniority credits they have accrued. During the review period, a breakdown of raw scores will be available to all successful candidates in the Personnel Department's examination review room. Unsuccessful candidates will receive a brief explanation of why they failed to qualify for placement on the list, but they will not be given information concerning their test scores.

All Concerned Personnel

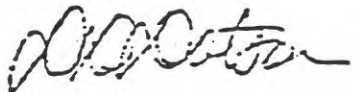
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When the Department requests permission to fill a vacant position, all persons with the three highest whole scores will be certified, as long as this provides at least five more candidates than the number of vacancies available. When a sufficient number of candidates is not available within the top three whole score ranks, the names of all individuals within the next whole score ranking will be certified. Subsequent whole score ranks will be certified until sufficient candidates are available. Thus, when one vacancy exists, six names must be provided from the list; two vacancies would necessitate certification of seven names.

Appointments from the list may be made from among all certified candidates, regardless of their whole score ranking. It is not necessary that candidates in higher whole score ranks be appointed before those in lower ranks. Each City Department must develop procedures by which to make appointments from the certified lists of candidates. Such procedures shall include job-related selection criteria consistent with sound personnel management practices. Interviews or other evaluative techniques may be used to make selection decisions. When large numbers of candidates are certified, interviews of all may not be practical. The Department then has the prerogative to use alternative job-related selection procedures to narrow the pool of persons eligible for interview.

Additional information relative to the new certification system will be disseminated as some of the procedural and administrative changes are implemented.



D. D. DOTSON, Deputy Chief  
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Personnel and Training Bureau

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